

UNITED STATES DISTRICT COURT
Southern District of Indiana - Indianapolis Division

ASSISTANT JURY ADMINISTRATION CLERK

Salary: CL 24-26 - \$32,698-\$49,745

depending on qualifications and experience

CLOSING DATE: Friday, March 14, 2008

The United States District Court is accepting applications for an Assistant Jury Administration Clerk, who will be responsible for a wide variety of support services for the jury system of the U. S. District Court, under the direction of the Jury Administration Clerk and the supervision of the Operations Manager of the Clerk of Court's Office. Applicants should have excellent administrative and organizational skills with the ability to effectively communicate both verbally and in writing. Incumbent will assist in the creation of the court's jury wheels; the monitoring of court calendars to determine the number of jurors needed; the preparation of orientation materials and the conducting of juror orientation; the management of juror resources for optimum usage; the preparation of vouchers for juror related expenses; the maintenance of jury system records, and the preparation of statistical reports for the clerk, judges and the Administrative Office of the U.S. Courts. Successful candidates must be highly motivated and able to work as part of a team. A professional appearance and demeanor is required.

QUALIFICATIONS: At the CL 24/25 level an applicant must have at least one to two years of specialized experience in an administrative capacity, preferably in the legal field, where knowledge of court organization, legal terminology, and jury system procedures would have been acquired. The preferred applicant, CL 26, must demonstrate a thorough knowledge of the Jury Act and the court's Jury Selection Plan, as well as skill in the use of the court's automated jury program. Applicants must be detail-oriented, possess excellent computer and telephone skills, and have experience in the Windows operating environment. Dependability with a commitment to regular attendance and punctuality is a highly regarded characteristic. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards.

APPLICATION INSTRUCTIONS: Complete instructions and a description of benefits may be found on the Court's website www.insd.uscourts.gov under Employment Opportunities. In order to be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions.

The Court is an Equal Opportunity Employer. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment.